FPP Online work plan

ITEA Call 2021 FPP Briefing webinar

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ITEA 4 is the Eureka Cluster on software innovation

FPP Submission overview

- FPP online submission process is similar to the PO online submission process, but with extended sections for the Full Project Proposal
  - Work Description
    - Project structure (document)
    - Main milestones (document)
    - Work package description (online)
  - Consortium feedback on PO evaluation (online)
  - Partner specific information
    - Tasks and added value (online)
    - Signing DOA (Digital signing on the website or uploading physical copy)
    - Costs & Efforts

FPP Submission process

- Create the work plan by defining and creating corresponding work packages

- Update / Improve the FPP Annex document based on the PO feedback of STG and Public Authorities

- Update / Improve the online data through ITEA website based on the PO feedback of STG and Public Authorities

- Add content in the Annex document and data on the ITEA website for the extended sections specific for the FPP

- Submit the FPP on the ITEA website by selecting the latest document version once all updates are complete
  - Until the submission deadline you can keep submitting new versions. The latest submitted version at the deadline will be taken into account
  - Upload the Annex version of the FPP, not the merged document

Work packages overview

- A Work package (WP) describes in detail the work breakdown structure, i.e. how the consortium intends to organise the work and reach its goals

- Online WP includes the following tabs:
  - Objectives and expected results
  - Tasks
  - Deliverable list
  - Effort

Expectations

- A WP description should convince the reviewers and Public Authorities that:
  - the planned work has been thought out precisely
  - the roles and contributions of every partner are clearly defined
  - the project can reach its goals
  - the project will provide innovative results
  - in the project there is international cooperation between several countries

Practical hints for WPs

- While defining WPs, tasks and deliverables remember that the project consortium and the goals will evolve in time → take modifiability into account
- Make sure that none of the countries/partners is effort-wise in a dominant position
- The optimal number of WPs and tasks depends on the project, but don't include too many WPs (max 6-7) as managing and reporting them will mean a lot of work for you
- Typical structure for work packages
  - Project management and coordination
  - Analysis, use cases and architecture
  - Technical development work packages
  - Dissemination, standardization, exploitation

Practical hints for deliverables

- Plan the deliverables to serve the goal of your project - not to be additional documents that you provide for ITEA and national level reporting

- Focus more on quality and relevance of the deliverables rather than their quantity

- Documents can be either public or private: public document will be visible on the ITEA public website; private documents are only accessible within the project environment of the ITEA Community website

- Give your documents a short, descriptive and self-explaining file name

- Including an update/extension of the State-of-the-Art (SotA) as a deliverable is highly recommended. The SotA must be a public document to be able to include it in the ITEA Living Roadmap (LR) https://itea4.org/community/roadmap/index.html. Before adding the SotA to the LR two ITEA Steering Group members will evaluate if the SotA is of adequate quality to be included
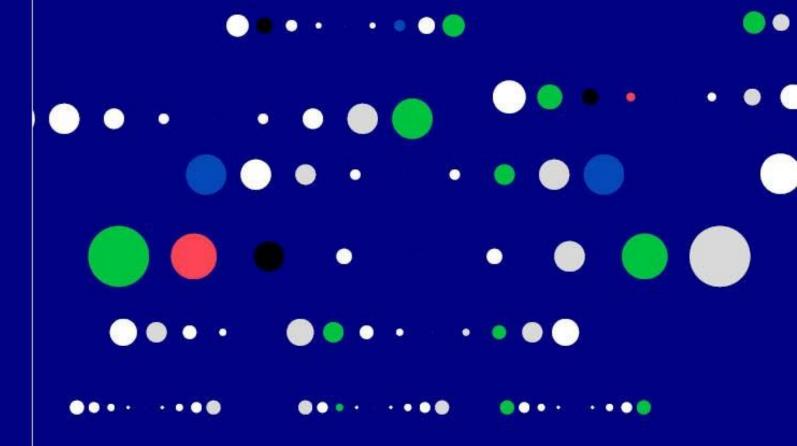
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Questions?